

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-001 **Issue Date:** 01-07-15 **Closing Date:** 01-13-15

Court Administrator
Tribal Court
Department of Justice Services
Hourly Wage: \$23.71/Regular/Full-Time/Supervisory

Responsible for the day-to-day background tasks necessary to keep the courthouse running efficiently. Administrator works closely with the Chief Judge and is responsible to ensure that Clerks are performing necessary actions to carry out Orders of the Courts and the Revised Yakama Code (RYC). The Court Administrator manages the non-judicial activities of the Tribal Court and supervises the Court Clerks, Court Bailiff, and other assigned non-judicial staff. The Court Administrator must have well-developed management skills and the ability to effectively supervise, direct, delegate, and assign tasks to staff members. The Court Administrator provides a vital role in the overall planning, assessment, and reporting of the Courts business.

Knowledge, Skills and Abilities:

- Knowledge and application of the RYC, Treaty of 1855, YN Personnel Policy Manual and JD Edwards accounting system.
- Knowledge of Yakama culture and values.
- Knowledge and ability to apply best practices in: file and records management/retrieval systems, archiving/purging and court management.
- Knowledge of the RYC is required; must be able to learn legal terminology, court processes/procedures and to appropriately communicate these processes/procedures to the relevant staff or the general public as necessary.
- Ability to demonstrate and practice appropriate/proper telephone etiquette and take necessary and appropriate action.
- Ability to operate office equipment such as: telephone, fax, typewriter, copy machine and computer.
- Ability to work independently, apply leadership, demonstrate good attendance, work ethic and habits.
- Ability to compose grammatically correct legal documents.
- Ability to receive verbal/written instructions necessary to prepare legal documents with a high degree of accuracy, typing skills must be proficient and accurate.
- Ability to be fair, consistent and timely in the performance of duties and all other functions which may be required by the RYC.
- Ability to effectively coordinate with the judiciary and assigned staff to ensure all new cases or incoming documents are processed fairly and timely.
- Ability to demonstrate problem solving skills and abilities are necessary.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits, demonstrating professionalism at all times.
- Ability to effectively coach, train, supervise and motivate staff to perform required duties.
- Ability to demonstrate the ability to effectively communicate and respond to staff, the judiciary, supervisor and the public in a professional manner (in writing or verbally).
- Writing skills are essential to developing written plans, training materials, handbooks, internal policies and plans and performance evaluations.
- Ability to demonstrate computer proficiency skills and become an expert in the court's automated case management system.
- Ability to demonstrate excellent organizational skills.

General Recruiting Indicators:

- Minimum of an Associate of Arts Degree, preferably in Business Administration or related field; and at least 2 years of supervisory experience is necessary. Preference given to applicants with legal experience or in the legal fields.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must be 21 years of age and of good moral character, never having been convicted of a felony or misdemeanor within one year of appointment.
- Must become Court Clerk Certified and complete Advanced Court Clerk training and Certification within (1) one year of official hire; must complete Court Management Training within (1) one year of official hire.
- Required to maintain confidentiality while having knowledge and ability to apply the Freedom of Information Act and Privacy Act.
- Ability to become a Notary Public